

Application Instructions and Checklists

General Statement:

The APIB desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process **complete applications only**. Complete applications will be the Board's first priority. Incomplete applications must have deficiencies addressed. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your application. **The Board accepts checks or money orders made payable to APIB. Please send with application to: APIB; P.O. Box 241206; Montgomery, AL 36124-1206.**

You should carefully read the APIB Licensure Law and the Rules and Regulations (also available on this web site) to familiarize yourself with them prior to beginning to complete the application. **Please keep a copy of all forms submitted to the APIB for your records**, as you may need some page for future reference and to assure you have a copy in case the original is lost through the mailing process.

The APIB has been given the responsibility of protecting the public safety and welfare by regulating private investigation in the State of Alabama, which is our first concern. In addition, we are striving to meet the needs of the professional private investigators, who provide investigation services to the public. Therefore, we have attempted to make the rules and regulations and the application process as "user friendly" as possible. However, as you progress through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome suggestions and request that you mail them to our office in Montgomery.

Checklists: Checklists have been created to assist you in completing your application. Locate the checklist for the method by which you are applying for a license or certification. The checklists will direct you to the appropriate forms to complete. The following is a list of APIB checklists from which you should choose:

- License by Credential (Examination)
- Certified Trainer
- Certified Assistant Trainer

Application: Applications must be typewritten or printed in ink and must be legible. Applicants should keep a copy of all documents submitted to the Board office for their own records. Complete the entire application. Leave no space blank. If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of application. All items that appear in red are required enclosures to be submitted with your completed application.

Your full name, social security number, and date of birth are essential for identification purposes. This information will be for confidential Board use only. Please supply this required information. The preferred contact information (as completed by the applicant on the application forms) may be used for publication of a roster of licensees on the Board web site. The applicant must mark their citizenship status in order for the Proof of Citizenship Form to be accepted. Make sure the section to be notarized is signed and dated by the applicant in the presence of a Notary Public. The Notarization date must match the date the applicant signs the application.

Application Process: Once your complete application, application fee, and money order made payable to ALEA for \$37.00 have been received, your application will be reviewed by the Board. You will then be notified of your status by letter. Please allow ten (10) business days to receive a response. Once approved for Licensure, you will be required to submit the License Fee of \$300 (for a two year license). **Do not submit this fee until you have been notified of your approval status. For any questions regarding the application/licensing process, please contact our office at apib@leadership-alliance.org.**



**Application Checklist
for
License by Credential (Examination)**

Note: Items to be enclosed with the completed application appear in red (just as they do in the application).

- Complete Section 1 – General Information
- Complete Section 2 – Employment/Education History
- Complete Section 3 – Request to Sit for Examination
- Complete Section 4 - Proof of Citizenship (POC)
- Enclose a Copy of Proof of Citizenship or Legal Presence (meeting acceptable proof as listed in Section 4)
- Complete Section 5 – Photograph
- Enclose Current Picture (meeting specifications described in Section 5)
- Complete Section 6 – Fingerprints
- Complete ALEA Application to Review CHRI and include a Money Order made Payable to ALEA for \$37.00 (for both State and Federal Check)
- Enclose Three (3) Classifiable sets of Fingerprint cards (as specified in Instructions)
- Complete Section 7 – Disclosure (Including any necessary attachments of criminal history as specified in Section 7)
- Complete Section 8 – Affidavit of Applicant
- Complete Section 9 – Notary
- Enclose a check or money order for \$125 made payable to APIB. This is the Application Fee (This is a one time only fee and is **nonrefundable**).

Mail completed information to:

**APIB
P.O. Box 241206
Montgomery, AL 36124-1206**